



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF FUNERAL SERVICES
MEETING DATE AND TIME:	Wednesday, July 27, 2011, 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	September 27, 2011

MEMBERS PRESENT

Harry Fletcher, Professional Member, President
Chad Chandler, Professional Member
William Torbert, Professional Member
Robert O. Wright, Professional Member
Danna Levy, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Michele Howard, Administrative Specialist II
James Collins, DPR Director
Sandra Wagner, Administrative Specialist III
Kristin Gibbons, DPR Hearing Officer

MEMBERS ABSENT

Marceline Knox, Public Member, Secretary
M.C. Byrd, Public Member

OTHERS PRESENT

None

CALL TO ORDER

Mr. Fletcher called the meeting to order at 10:03 a.m.

REVIEW OF MINUTES

The Board reviewed the minutes of the May 25, 2011 meeting. Mr. Chandler made a motion, seconded by Ms. Levy, to approve the May 25, 2011 minutes as written. Mr. Wright stated that he voted "present" on three motions at the May meeting and later advised Ms. Howard to change the minutes to reflect that he voted affirmatively. Ms. Davis-Oliva advised that State agencies do not follow Robert's Rules of Order, and that a vote of "present" is equivalent to abstaining. Ms. Davis-Oliva added that any vote of "present" in the future would be recorded as an abstention in the minutes. The motion was carried by a majority vote, with Mr. Wright opposed.

UNFINISHED BUSINESS

Strategic Planning – Develop a New Strategic Plan

The Board agreed to table its discussion of a new Strategic Plan until its next meeting when DAG Stevenson would be present.

RULES AND REGULATIONS

Advertising – Review Proposed Draft from DAG

Licensure by Reciprocity – Update from DAG

Funeral Establishment Inspections – Update from DAG

The Board agreed to table its discussions on Rules and Regulations until its next meeting when DAG Stevenson would be present.

NEW BUSINESS

RATIFICATION OF LICENSURE

John C. McCormick, Funeral Director by Reciprocity

Ms. Howard reported that Mr. Torbert had reviewed and approved the application for licensure of John C. McCormick. Mr. Chandler made a motion, seconded by Ms. Levy, to ratify the licensure of John C. McCormick. The motion passed by a majority vote, with Mr. Wright abstaining.

Duane Calloway, Limited License

Ms. Howard reported that Mr. Torbert had reviewed and approved the application for limited licensure of Duane Calloway. Mr. Chandler made a motion, seconded by Ms. Levy, to ratify the licensure of Duane Calloway. The motion passed unanimously.

REVIEW OF RESIDENT INTERN REPORTS

Ellen Bochanski – 1st Quarter Progress Report

Ellen Bochanski – 2nd Quarter Progress Report

Ellen Bochanski – 3rd Quarter Progress Report

Ellen Bochanski – 4th Quarter Progress Report

Ellen Bochanski – 25 Embalming Reports

Mr. Chandler reviewed the quarterly progress reports and embalming reports of Ellen Bochanski. Mr. Chandler made a motion, seconded by Mr. Torbert, to accept the reports. Mr. Wright inquired about Ms. Bochanski's intern sponsorship, and Mr. Chandler responded that her internship was with Beeson Funeral Home. The motion passed unanimously.

Crystal Johnson – 1st Quarter Progress Report

Crystal Johnson – 14 Embalming Reports

Mr. Chandler reviewed the 1st quarterly progress report and 14 embalming reports of Crystal Johnson. Mr. Chandler made a motion, seconded by Mr. Torbert, to accept the reports. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR LICENSURE

Ellen Bochanski – Funeral Director by Internship (contingent upon passing state exam)

Mr. Chandler reviewed the licensure application of Ellen Bochanski. Mr. Chandler made a motion, seconded by Mr. Torbert, to approve the licensure application of Ellen Bochanski contingent upon her passing the state exam. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL

None

COMPLAINT STATUS

Mr. Fletcher reported that Complaint 27-02-11 had been assigned to Mr. Torbert, and Complaint 27-03-11 had been assigned to Mr. Chandler. There were no updates to report at this time.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

None

PUBLIC COMMENT

None

NEXT MEETING

The next Board meeting will be held on Wednesday, September 28, 2011, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Chandler made a motion, seconded by Mr. Torbert, to adjourn the meeting at 10:21 a.m. The motion was unanimously carried.

Respectfully submitted,

A handwritten signature in black ink that reads "Michele Howard". The signature is written in a cursive, flowing style.

Michele Howard
Administrative Specialist II